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Minimum Retirement Age + 10 (MRA + 10) *A Guide for Human Resources Specialists*

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MRA + 10 AND REQUIRED ACTIONS

As a part of the flexibility of the Federal Employees Retirement System (FERS), employees who separate may be eligible for an optional retirement based on the minimum retirement age (MRA) + 10 years of Federal service. The requirements for an immediate annuity under MRA + 10 are: 1) attain the MRA before separation and 2) complete at least 10 years of creditable service (minimum of 5 years civilian service). Those meeting this requirement may choose to apply for retirement; others, because of the reduction (annuity amount reduced five percent for every year the individual is under age 62) may choose to postpone applying for retirement. *Note: Employees involuntarily separated who are eligible for MRA + 10, including those who decide to postpone retirement, are not eligible for severance pay.* As a human resources specialist, you must counsel employees on the choices available under MRA + 10. This guide will provide information and processing instructions for employees who postpone receiving the annuity and those who apply for the annuity immediately upon separation.

Postponed MRA + 10:

This section applies to employees who: 1) reach MRA (between 55 and 57 years of age), 2) have at least 10 years of creditable service upon separation (minimum of 5 years civilian service), and 3) choose not to apply for retirement benefits until a later date. The nature of action (NOA) on the Standard Form (SF) 50, Notification of Personnel Action, would be the code for the appropriate separation action, such as NOA 317, Resignation. Do not code the SF 50 as a retirement action when an employee postpones receiving the MRA + 10. Specific actions and required SF 50 remarks are discussed below.

- If the employee is enrolled in the Federal Employees Health Benefits Program (FEHBP) or Federal Employees' Group Life Insurance (FEGLI), coverage will terminate upon separation. When this occurs, you must complete the forms listed below.

SF 2810, "Notice of Change in Health Benefits Enrollment." Verify eligibility to continue the FEHB into retirement. If the employee meets the 5-year eligibility requirement, place this remark, "Employee eligible to reinstate FEHB upon application for retirement benefits," in Part H.

SF 2821, "Agency Certification of Insurance Status." Verify eligibility to continue FEGLI into retirement. If the employee meets the 5-year eligibility requirement, place this remark, "Employee eligible to reinstate FEGLI (*state specific coverage*) upon application for retirement benefits," in the Remarks block.

SF 2819, "Notice of Conversion Privilege."

Note: You may download the forms from the Office of Personnel Management (OPM) web site, <http://www.opm.gov>.

- Provide the employee written information on Temporary Continuation of Coverage (TCC), and the RI 79-27 pamphlet, “Temporary Continuation of Coverage Under the Federal Employees Health Benefits Program.” Explain to the employee that he/she will not be eligible for FEHB or FEGLI coverage until the retirement annuity begins.
- Provide the employee with the address below to apply for postponed MRA + 10 retirement. He/she must contact OPM in writing to request the **RI 92-19**, “Application for Deferred or Postponed Retirement.” The employee must complete and mail the form to OPM at least 60 days before the desired annuity start date using the following address.

Office of Personnel Management
Federal Employees Retirement System
Retirement Operations Center
Post Office Box 200
Boyers, PA 16017

- Annotate the **SF 50** with the remarks listed below.
 - B62**, “You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.”
 - N23**, “Not entitled to severance pay.” (*Use only for involuntary separations.*)
 - N27**, “Lump sum payment to be made for any unused annual leave.”
 - B46**, “SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).” (*if applicable*)
 - B53**, “Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).” (*if applicable*)
 - And other remarks as appropriate**, for example, **M67**, “Forwarding address: (*enter address*).”
- Photocopy the original SF 3102, “FERS Designation of Beneficiary.” File a copy of each on the right side of the Official Personnel Folder (OPF). The original SF 3102 must be forwarded with the complete package to the payroll office.
- If the employee met the FEHB and/or FEGLI 5-year eligibility requirement to continue the insurance into retirement, photocopy all FEHB forms (SFs 2809 and 2810) and FEGLI forms (SFs 2817, 176, 176T, SF 2823, 2821, 2819). The **photocopied** forms must be forwarded with the complete package to the payroll office. If the employee is eligible to continue the FEHB into retirement, prepare a memorandum stating the employee met the requirements to reinstate coverage upon applying for the postponed MRA + 10 retirement. If appropriate, the memorandum should also explain the qualifying circumstances concerning eligibility to continue FEHB (such as, previous coverage under CHAMPUS or another FEHB enrollment as a family member). Attach this memorandum to the **photocopied** FEHB forms. The **original** FEHB and FEGLI forms remain on the right side of the OPF.

- Forward the complete package (photocopied FEHB and FEGLI forms, FEHB memorandum, original SFs 3102 and separation SF 50) to the payroll office for transmittal to OPM. The payroll office will annotate the **SF 3100**, “Individual Retirement Record,” with the remarks listed below.
 - “Appears to be eligible for immediate MRA+10 retirement annuity.”
 - “Appears to be eligible to continue FEHB and FEGLI coverage.” *(if applicable)*
 - Note: If the employee has a CSRS component (elected FERS and has at least five years of creditable civilian service under CSRS), the payroll office will include the employee’s sick leave balance as of the FERS transfer date and the date of separation. The employee will receive credit for the unused sick leave in the computation of the CSRS component annuity using the lesser amount.*
- The payroll office will forward the package, including the SF 3100, to the Office of Personnel Management, Retirement Operations Center, Boyers, PA 16017.

Note: Employees who separate after 10 years of service and do not meet the age requirement (the MRA) are not eligible for an immediate annuity (MRA + 10). However, the SF 50 must include the required remark of B61, “You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor.” For example, an employee, age 35 who resigns after 12 years of service is not eligible for MRA + 10 retirement because he/she does not meet the age requirement. However, upon reaching the MRA, the individual may apply and receive a deferred retirement annuity subject to the age reduction. FEHB and FEGLI cannot be reinstated for deferred retirements.

Immediate MRA + 10:

- An employee who wishes to apply for an MRA + 10 retirement at the time of separation must complete the forms listed below.
 - SF 3107**, “Application for Immediate Retirement.” *(Schedule A, B, and C of the application is mandatory.)*
 - SF 3107-2**, “Spouse’s Consent to Survivor Election.” *(if applicable)*
 - SF 2818**, “Continuation of Life Insurance Coverage.” *(if applicable)*
- The human resource office must complete the forms listed below.
 - SF 3107-1**, “Certified Summary of Federal Service.”
 - SF 3107**, “Agency Checklist of Immediate Retirement Procedures.” *(Schedule D of the application)*
 - SF 2821**, “Agency Certification of Insurance Status.” *(if applicable)*
 - SF 2819**, “Notice of Conversion Privilege.” *(if applicable)*
- For employees ineligible to continue FEHB coverage into retirement, provide them written information on Temporary Continuation of Coverage (TCC), and the RI 79-27

pamphlet, "Temporary Continuation of Coverage Under the Federal Employees Health Benefits Program."

- Process the **SF 50** using the NOA 302, Retirement-Voluntary, Authority Code USM, P.L. 99-335, including the applicable remarks listed below.
 - B46**, "SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract)."
 - M67**, "Forwarding Address: (*enter address*)."
 - N27**, "Lump-sum payment to be made for any unused annual leave."
 - R20**, "Reason for Retirement: to obtain retirement benefits."
- Photocopy the original SF 3102, "FERS Designation of Beneficiary." File a copy of each on the right side of the OPF. The original SF 3102 must be forwarded with the complete retirement package to the payroll office.
- If the employee met the FEHB and/or FEGLI 5-year eligibility requirement to continue the insurance into retirement, photocopy all FEHB forms (SFs 2809 and 2810) and FEGLI forms (SFs 2817, 176, 176T, SF 2823, 2821, 2819). File the **photocopied** FEHB and FEGLI forms on the right side of the OPF. The **original** forms must be forwarded with the complete retirement package to the payroll office. If the employee is eligible to continue the FEHB into retirement, prepare a memorandum stating the employee met the requirements to continue the coverage. If appropriate, the memorandum should also explain the qualifying circumstances concerning eligibility to continue FEHB (such as, previous coverage under CHAMPUS or another FEHB enrollment as a family member). Attach this memorandum to the **original** FEHB forms.
- Forward the complete retirement package (SF 3107, original FEHB and FEGLI forms, FEHB memorandum, original SFs 3102, and retirement SF 50) to the payroll office for transmittal to OPM.
- The payroll office will forward the package, including the SF 3100, to the Office of Personnel Management, Retirement Operations Center, Boyers, PA 16017.
- OPM will adjudicate the retirement, determine the eligibility to continue FEHB and FEGLI, and correspond with the applicant directly.